

**JOHNSON COUNTY COMMUNITY COLLEGE
12345 College Boulevard
Overland Park, Kansas**

Meeting--Board of Trustees

**Hugh Speer Board Room, 137 General Education Building
January 15, 2009 - 5:00 p.m.**

AGENDA

- | | |
|--|-----------------------------|
| I. CALL TO ORDER | Ms. Brown-VanArsdale |
| II. ROLL CALL AND RECOGNITION OF VISITORS | Ms. Brown-VanArsdale |
| III. PETITIONS AND COMMUNICATIONS | Ms. Brown-VanArsdale |
| IV. COLLEGE LOBBYIST REPORT | Mr. Carter |
| V. AWARDS AND RECOGNITIONS | Dr. Grove |
| A. Office Professional League (OPL) | |
| VI. COMMITTEE REPORTS AND RECOMMENDATIONS | |
| A. Management (pp 1-12) | Mr. Stewart |
| <u>Recommendation:</u> Rebid of Adobe Software (p 7) | |
| <u>Recommendation:</u> Storage Area Network Solution (p 8) | |
| <u>Recommendation:</u> Audio Visual Equipment (p 9) | |
| B. Learning Quality (pp 13-20) | Mr. Weiss |
| <u>Recommendation:</u> Personnel Policies: 310.02, 311.01,
311.03, 311.04 and 311.05 (p 14) | |
| C. Human Resources (pp 21-24) | Mr. Mitchelson |
| <u>Recommendation:</u> Revise Policy Language (p 23) | |
| VII. PRESIDENT'S RECOMMENDATIONS FOR ACTION | |
| A. Treasurer's Report (pp 25-36) | Mr. Weiss |
| B. Clinical Affiliate Agreements (pp 37-38) | Dr. Calaway |

VIII. OLD BUSINESS

IX. NEW BUSINESS

A. 2008 ODEI Report

Dr. Williams

X. REPORTS FROM BOARD LIAISONS

A. KACCT

Mr. Mitchelson

B. Johnson County Research Triangle Report

Mr. Mitchelson

C. Foundation

Mr. Weiss

D. Collegial Steering Committee

Mr. Mitchelson

E. Faculty Association

Mr. Martin

F. Student Senate

Mr. Jones

XI. PETITIONS AND COMMUNICATIONS

Ms. Brown-VanArsdale

XII. CONSENT AGENDA

Dr. Calaway

A. Curriculum (pp 39-40)

B. Regular Monthly Reports and Recommendations

1. Minutes of Previous Meetings

2. Cash Disbursement Report (pp 41-42)

3. Bids (pp 43-47)

4. Gifts and Grants (pp 49-50)

D. Human Resources (pp 51-63)

1. Retirement

2. Employment – Regular

3. Employment – Temporary

4. Change to the FY2008-2009 Staffing Authorization Table for Part-time Regular Staff

5. Changes to the FY2008-2009 Staffing Authorization Table for Full-time Regular Staff

6. Professor Emeritus

XIII. ADJOURNMENT

MANAGEMENT COMMITTEE

Minutes

December 3, 2008

The Management Committee met at 3:45 p.m. on Wednesday, November 5, 2008, in the Virginia Krebs Community Room. Those present were Mr. Jon Stewart, chair; Ms. Shirley Brown-VanArsdale, trustee; Dr. Jerry Baird; Dr. Terry Calaway; Mr. Mark Dagaanaar; Ms. Debbie Drake, recorder; Ms. Dorothy Friedrich; Dr. Dana Grove; Ms. Julie Haas; Mr. Rex Hays; Dr. Lin Knudson; Mr. Don Perkins; Mr. Bob Prater; Ms. Janelle Vogler; Ms. Sandra Warner; Mr. Patrick Glenn, Lewis & Ellis

Governmental Accounting Standards Board (GASB) No. 45: Update

Mr. Patrick Glenn, consulting actuary, Lewis & Ellis, Inc. met with the committee to present an overview of Governmental Accounting Standards Board Statement No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*. GASB 45 changes the way the college records expense related to the health care insurance provided to retirees. The college currently recognizes costs as they are incurred. Under the new rules, which must be implemented during the current fiscal year, retiree benefits are considered earned over the working lifetime of the employee and costs are accrued during the working years.

Lewis & Ellis conducted an actuarial valuation as required by GASB 45 and determined the Actuarial Accrued Liability, which will be amortized over the next 30 years, to be \$18,317,947.00. The required accrual entry for the current fiscal year is \$2,093,036.00, which includes the amortization payment plus the normal cost allocated to this fiscal year. The current pay-as-you-go cost of providing health care insurance to current retirees of \$685,000.00 will be netted against the accrual entry resulting in a net cost of \$1,408,036.00 during the current fiscal year ending June 30, 2009.

Mr. Perkins shared that originally the college's external auditors determined that the year of implementation of GASB 45 was the year ended June 30, 2008. Mr. Prater and Ms. Ellen Fisher reexamined the audited financial statements used, and got agreement from the external auditors that the proper date for implementation was actually one year later, or the year ended June 30, 2009. Because of their efforts, the college avoided having to record an additional expense of \$1.4 million at June 30, 2008.

MA-21 Postsecondary Educational Institution (PEI) Infrastructure Finance Program:
Billington Library

Dr. Baird recommended that for the Billington Library addition and renovation the college make application to the Kansas Board of Regents for participation in the Postsecondary Educational Institution Infrastructure Finance Program. If secured, the loan would provide another source of funding for the library project. The deadline for FY 2009-2010 applications is January 16, 2009.

The PEI Infrastructure Finance Program is interest-free and requires repayment of the principle amount over an eight-year period. The duration of the program is for five years and has been authorized for a total disbursement of \$100 million with no more than \$20 million in any one year.

To maximize the possibility of securing the total amount of funding available, the administration recommended that funds be requested over a period of three years. The project has been divided into three phases with the anticipated amounts of funds to be requested.

<u>Project</u>	<u>Anticipated Request</u>
Phase 1 Architectural design	\$2,000,000
Phase 2 Building addition	\$6,500,000
Phase 3 Existing building renovations	\$6,500,000

After discussion, it was the consensus of the committee to forward the recommendation to the board for approval.

(The recommendation to make application for participation in the Postsecondary Educational Institution Infrastructure Finance Program for the 2009-2010 fiscal year appeared in the December board packet and was approved at the December 11, 2008, board meeting.)

RECOMMENDATION:

It is the recommendation of the Management Committee that the Board of Trustees accept the recommendation authorizing the college administration to make application to the Kansas Board of Regents for participation in the Postsecondary Educational Institution Infrastructure Finance Program for the 2009-2010 fiscal year in the amount of \$2,000,000.

Renewal of Telecommunications Services

Ms. Warner recommended that the contract for the college's telecommunications services be renewed for the period of January 1, 2009-December 31, 2010.

It was the consensus of the committee to forward the recommendation to the board for approval.

(The recommendation to renew the telecommunications contract appeared in the December board packet and was approved at the December 11, 2008, board meeting.)

RECOMMENDATION:

It is the recommendation of the Management Committee that the Board of Trustees accept the recommendation of the college administration to approve the annual renewal of the contract for telecommunications services with AT&T at an annual expenditure not to exceed \$350,000.00.

Web Content Management System

Ms. Haas briefly discussed the process the Web systems team used for reviewing and evaluating the proposals. The evaluation criteria were system functionality, ease of use, proposed training and support, and proposed fees.

Following discussion, it was the consensus of the committee to forward the recommendation to the board for approval.

(The recommendation for the web content management system appeared in the December board packet and was approved at the December 11, 2008, board meeting.)

RECOMMENDATION:

It is the recommendation of the Management Committee that the Board of Trustees accept the recommendation of the college administration to approve the proposal from Hannon Hill Corporation for the purchase of a web content management system and two years of maintenance in an amount not to exceed \$85,000.00.

GEB Restroom Remodeling

Mr. Hays shared that the renovation of the restrooms in the GEB building will include replacement of the doors, fixtures, flooring and valves to isolate each floor in the event that the water must be shut off for repairs. He noted that because of the age of the building there are mechanical issues needing to be addressed, i.e. drain lines, ventilation system, and the absence of isolation valves.

The remodeling of the restrooms on the third floor will start during the winter break. The renovation will require approximately one month for each floor.

It was the consensus of the committee to forward the recommendation to the board for approval.

(The recommendation for the GEB restroom remodeling appeared in the December board packet and was approved at the December 11, 2008, board meeting.)

RECOMMENDATION:

It is the recommendation of the Management Committee that the Board of Trustees accept the recommendation of the college administration to approve the low bid of \$194,000.00 from Combes Construction for the GEB restroom remodeling.

MA-18 Capital Acquisitions and Improvements

Mr. Hays provided the committee an update of the following facilities project:

- Science building expansion
- Vacated spaces
- Police Academy and Administration of Justice expansion
- Campus masonry repairs
- Energy audit

MA-19 Information Services: Update

Ms. Warner provided the committee an update of the following Information Services projects:

- Call pilot
- IM rollout to campus
- Implement software portal and IE7 upgrade
- Migrate student email to hosted solution
- MyJCCC upgrade
- One-card implementation
- Support implementation of new nursing simulation lab
- Wireless expansion
- Improve distance learning experience

Old Business

Dr. Calaway discussed the FY 2009-2010 budget crisis and the need to identify savings options so that employee layoffs can be avoided. Funding from both the state and county will be significantly reduced.

F.Y.I.

Bid Review and Recommendation

Mr. Hays reviewed and recommended the following bid:

(The recommendation for the custodial supplies annual contract appeared in the December board packet and was approved at the December 11, 2008, board meeting.)

- Custodial Supplies Annual Contract, Bid 09-146

RECOMMENDATION:

It is the recommendation of the Management Committee that the Board of Trustees accept the recommendation of the college administration to approve the lowest acceptable bids from Clayton Paper, Preferred Products, Corporate Express, and Purozone, for a total expenditure not to exceed \$50,000.00 for the custodial supplies annual contract.

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Management Committee
January 8, 2009

Rebid of Adobe Software, Bid No. 09-192

Bids were opened at 3:30 p.m. on December 11, 2008, for the purchase of Adobe software. This purchase includes new software as well as maintenance of various Adobe software applications for computer labs and offices throughout the campus for a period of two (2) years.

This purchase was approved and is included as part of the college's Budget for the 2008-2009 fiscal year.

Following the bid opening, Mitch Borchers, Director, Purchasing; Marilyn Bottrell, Senior Buyer, Purchasing; Shannon Ford, Director, Academic Technology Services; and Tom Scofield, Manager, Academic Technology Services, reviewed the bids.

Six vendors were invited to bid, and the bid was advertised in a local newspaper. Bids were received and are listed as follows:

<u>Vendor</u>	<u>Amount</u>
En Pointe Technologies	\$87,806.87*
Academic Superstore	\$89,118.89
Computerland of Silicon Valley	\$89,293.05
Learning Services	\$89,346.67
Midwest Technology Connection	\$89,296.16
Software Express	\$88,611.89

*Recommended

Estimate: \$92,000.00

Source of Funds: General Fund

RECOMMENDATION:

It is the recommendation of the Management Committee that the Board of Trustees accept the recommendation of the college administration to approve the low bid of \$87,806.87 from En Pointe Technologies for the purchase of Adobe software and maintenance.

Management Committee
January 8, 2009

Storage Area Network Solution, Bid No. 09-182

Proposals were opened at 4:00 p.m. on December 12, 2008, for the purchase of a Storage Area Network (SAN). This solution provides additional storage for Information Services' systems, as well as improved capabilities for virtual servers, data protection, and disaster recovery.

This purchase was approved and is included as part of the college's Budget for the 2008-2009 fiscal year, and appears in the Furniture and Equipment schedule of the Management Budget manual on page 141. Additional funding will be expended from the reallocation of available funds within the Administrative Computer Services budget.

Seven firms were invited to respond, and the RFP was advertised in a local newspaper. The two firms who responded with proposals were: Alexander Open Systems and Datalink.

Following the RFP opening, an ad hoc committee consisting of Mitch Borchers, Director, Purchasing; Marilyn Bottrell, Senior Buyer, Purchasing; Sandra Warner, Interim Chief Information Officer and Director, Administrative Computing Services/Deputy CIO; and Matt Holmes, Systems Manager, Administrative Computing Services, reviewed and evaluated the proposals. At the conclusion of a thorough evaluation process, it was determined that the proposal submitted by Datalink best met the needs of the college.

Estimate: \$100,000.00

Source of Funds: General Fund

RECOMMENDATION:

It is the recommendation of the Management Committee that the Board of Trustees accept the recommendation of the college administration to approve the proposal from Datalink for purchase of a Storage Area Network Solution in the amount of \$114,962.55.

Management Committee
January 8, 2009

Audio Visual Equipment Bid No. 09-153

Bids were opened at 3:00 p.m. on November 19, 2008, for the purchase of audio visual equipment. This purchase includes two (2) 65-inch Plasma displays with smartboard overlays, various Crestron equipment, and four (4) document cameras. This equipment will be used in the Legal Studies classroom, Police Academy classrooms, and other classrooms across campus.

These purchases were approved and are included as part of the college's Budget for the 2008-2009 fiscal year, and appear in the Furniture and Equipment schedule of the Management Budget manual on pages 95 and 158.

Following the bid opening, Mitch Borchers, Director, Purchasing; Marilyn Bottrell, Senior Buyer, Purchasing; Mary O'Sullivan, Director, Client Support Services; and Kam Wagner, Senior Audio Visual Technician, Audio Visual Services, reviewed the bids.

Thirteen vendors were invited to bid, and the bid was advertised in a local newspaper. Bids were received and are listed on the following page.

Estimate: \$63,000.00

Source of Funds: General Fund and Capital
Outlay Fund

RECOMMENDATION:

It is the recommendation of the Management Committee that the Board of Trustees accept the recommendation of the college administration to approve the lowest acceptable bids of \$315.00 from Jensen Audio Visual and \$51,513.00 from Mission Electronics, for a total expenditure of \$51,828.00 for audio visual equipment.

Insert spreadsheet bid no 09-153

MANAGEMENT COMMITTEE
Working Agenda
2008-2009

July	MA-1	Final review of FY 2009-2010 budget materials: current data
July	MA-2	Legal budget approval: status report
July, November, April	MA-3	Assessed valuation: update
July, January	MA-4	Management budget reallocations: semi-annual review
July, January	MA-5	Insurance Program: annual report/update
August, November, February, May	MA-6	Kansas Municipal Investment Pool statement of assets: quarterly report
September	MA-7	JCCC Foundation annual report: Foundation activities
October	MA-8	Proposed Budget guidelines FY 2009-2010
November	MA-9	Guidelines for FY 2009-2010 budget adoption
November	MA-10	Budget Projection Model: Semi-annual update to multi-year budgeting model review
January	MA-11	Campus Master Plan: review
February	MA-12	Investments policy: review
March	MA-13	2009 Capital Infrastructure Inventory and One, Five and Ten-Year Replacement Plan: review
April	MA-14	April board budget workshop: presentation of materials
April	MA-15	Board of trustees' consideration of state funding
May	MA-16	Management budget approval

Ongoing	MA-17	Sole-Source requisitions: review monthly purchasing report
	MA-18	Capital acquisitions and improvements: progress report
	MA-19	Information Services: update
	MA-20	JCCC Police Department: update
	MA-21	Review and recommend to the board of trustees financial plans for capital improvements
	MA-22	Review existing policies with regard to campus facilities, recommending new policies as needed
	MA-23	Review landscaping and external environment status – roads, parking, tennis courts, track, etc.
	MA-24	Explore and evaluate energy management and sustainability strategies
	MA-25	Deferred maintenance
	MA-26	Off-campus sites
	MA-27	Billington Library: progress report
	MA-28	Construction and completion of Science building expansion

September 3, 2008

LEARNING QUALITY COMMITTEE
Minutes
December 15, 2008

The Learning Quality Committee met at 8:30 a.m. on Monday, December 15, 2008, in the Robert F. Lytle Conference Room. Those present were: Danny Alexander; Terry Calaway; Dennis Day; Dorothy Friedrich; Dana Grove; Julie Haas; Bruce Harvey; Marilyn Rhinehart; Terri Schlicht, Recorder; Jeff Seybert; Don Weiss, Chair; Carmaletta Williams; Sally Winship.

1. Learning Quality Working Agenda

Dr. Grove stated that there are a number of items that are currently brought forth as part of the consent agenda at the monthly Board of Trustees meetings that should be reviewed first by the Learning Quality Committee and then brought forth to the Board through the Learning Quality Committee as a recommendation. The items are as follows:

- Curriculum
- Advisory Committee Membership
- Cooperative Agreements
- Professor Emeritus
- Senior Scholar
- Sabbaticals

Dr. Rhinehart commented that curriculum review is a lengthy process. She recommended that the Learning Quality Committee dates be changed in order to allow for the extra time needed for review and inclusion into the minutes. The committee agreed that beginning in February, the meetings would be changed from the first to the third Monday of each month. The new dates are as follows:

- January 12
- February 2
- March 2
- April 6
- May 4
- June 1

Don Weiss emphasized that the committee should stay focused on a strategic direction as it works to build the working agenda.

Review and Discussion of Recommendations for Student Personnel Policy Changes

REPORT:

During the fall semester, college staff conducted a review of Student Personnel Policies and recommend changes to the following policies:

- 310.02 – Credit Students
- 311.01 – Registration
- 311.03 – Scheduling of Classes
- 311.04 – Course Load
- 311.05 – Audit Grade

The proposed Late Enrollment change in Policy 311.03-Scheduling of Classes represents a change in institutional policy for enrollment. The other policy changes are housekeeping in nature to provide updates needed for consistency with current practices and for clarification of policy language. The recommended changes are found on pages 15 through 20 of the Board packet.

RECOMMENDATION:

It is the recommendation of the Learning Quality Committee that the Board of Trustees accept the administration's recommendation to amend Student Personnel Policies 310.02, 311.01, 311.03, 311.04 and 311.05 as found on pages 15 through 20 of the board packet.

The next Learning Quality Committee meeting is scheduled to occur on Monday, January 12, 2009 at 8:30 a.m. in the Lytle Room, GEB 141.

310.02 Credit Students

Johnson County Community College
Series 300: Student Personnel
Section 310: Admissions

All students entering credit courses at JCCC are required to complete an application for admission. As part of the application process, the submission of a high school transcript, evidence of GED completion, and/or college transcripts from another institution may be required depending on the admission status of the student. The Office of Admission shall be responsible for maintaining procedures and documents regarding admission to the credit college.

Date of Adoption:

Revised:

1/13/2009

311.01 Enrollment

Johnson County Community College
Series 300: Student Personnel
Section 311: Enrollment/Assessment/Scheduling

Students will enroll for courses according to instructions and deadline dates contained on the college's web site and in the Credit Enrollment Guide published prior to the beginning of each semester. Enrollment is considered complete when the student has paid tuition and fees or when payment has been officially authorized by the Financial Aid Office or Business Office. Students with past due obligations to the college may not enroll for courses until such obligations are resolved to the satisfaction of the college.

The college reserves the right to deny enrollment to any individual who has violated the Student Code of Conduct as defined in policy 319.01, who is not making academic progress as defined in policy 314.06, or when the college is unable to provide the services, courses, or programs needed to assist a student in meeting their educational objectives.

No student may enroll in any course for the third time without approval of the academic department. Grades and credit for repeated courses will be determined in accordance with Grade Information procedures stated in the Student Handbook.

Date of Adoption:
Revised: 6/16/94

1/13/2009

311.03 Scheduling of Courses

Johnson County Community College
Series 300: Student Personnel
Section 311: Enrollment/Assessment/Scheduling

Students at JCCC are responsible to schedule their courses and to be aware of all schedule changes. The college reserves the right to cancel, combine, change the time, day or location of any course without obligation. The college also reserves the right to change the instructor and/or instructional methodology without obligation.

1. Adding a Course

a. Credit

A student may add a credit course in accordance with the schedule published each semester on the college's web site and in the Credit Enrollment Guide. No late enrollment is allowed without the consent of the academic department and the approval of the division dean.

b. Continuing Education

A student may add a non-credit course up until the day before the course begins.

2. Dropping a Course

a. Credit

The deadline for dropping a 16-week course is November 15 for the fall semester and April 15 for the spring semester. The deadline for dropping a course of any other length shall be upon completion of three-quarters of the course.

A "W" grade is recorded on the student's permanent record if the drop occurs after one-quarter of the course has passed. No grade will be recorded if the drop occurs before one-quarter of the course has passed. A student who drops all credit courses at any time during the semester will not be considered enrolled for that semester.

b. Continuing Education

A student may drop a course up to four business days before the course begins. For the purposes of this policy, a business day is defined as a day of the week from Monday through Friday, excluding such days the college is officially closed.

3. Schedule Changes and Effect on Tuition

Courses added by a student outside of the normal enrollment period will be subject to applicable tuition and fees.

Courses dropped by a student outside of the normal enrollment period will be processed in accordance with College Policy 312.02-Refunds.

Date of Adoption:

Revised: 5/26/93, 10/27/93, 6/16/94, 8/22/95, 12/21/95, 2/15/01

1/13/2009

311.04 Enrollment Status and Course Load

Johnson County Community College

Series 300: Student Personnel

Section 311: Enrollment/Assessment/Scheduling For the fall or spring semester:

- Enrollment in 12 or more credit hours is considered full-time status
- Enrollment in 6 to 11 credit hours is considered half-time status
- Enrollment in 1 to 5 credit hours is considered less than half-time status

For the summer session:

- Enrollment in 6 or more credit hours is considered full-time status
- Enrollment in 3 to 5 credit hours is considered half-time status
- Enrollment in 1 to 2 credit hours is considered less than half-time status

Students who wish to enroll in more than 18 semester hours of credit for a fall or spring semester, or more than 9 hours of credit in the summer must, before enrolling, receive written permission from a counselor and have a 2.5 cumulative GPA.

Date of Adoption:

Revised: 6/16/94

1/13/2009

311.05 Audit Policy

Johnson County Community College
Series 300: Student Personnel
Section 311: Enrollment/Assessment/Scheduling

Auditing a course means a student attends a course regularly without being required to take exams, complete assignments or perform other tasks required by the instructor. Students receive no credit for audited courses. Each academic department may determine if a course may be enrolled in for audit purposes. Enrolling to audit a course does not constitute continuous enrollment for graduation purposes. Credit enrollment cannot be converted to audit status at any time, and audit enrollment cannot be changed to credit enrollment.

Students may only enroll to audit a course during the dates designated for audit enrollment. The audit enrollment schedule is available each semester on the JCCC website. Tuition and fees for audited courses will be assessed at the same rate as that charged for enrolling in credit courses. Financial aid will not pay for audited courses. Also, Brown & Gold Club members auditing a course are not eligible for reduced tuition and fees.

Date of Adoption:
Revised: 2/15/01

1/13/2009

Human Resources Committee
December 17, 2008
Minutes

Attendees:

Terry Calaway
Becky Centliver-Meinke
Dorothy Friedrich
Dana Grove
Judy Korb
Sue Kuder, recorder
Lynn Mitchelson, chair
Melody Rayl
Janelle Vogler

Mr. Mitchelson welcomed Trustee Melody Rayl to her first Human Resources Committee meeting.

New Staff Profile

Ms. Centliver-Meinke distributed the annual Johnson County Community College Staff Profile report. Included in the report is a page showing the trend over the last 15 years of the changes in the percentages of non-minority and minority staff.

Ms Rayl questioned what type of initiatives we have on campus to attract minority staff. Ms. Centliver-Meinke explained we have the new ODEI office, plus we work with Career Builders and we also do a lot of web based advertising. Dr. Korb reported that she will be following up on a request from Mr. Mitchelson to have a yearly report from ODEI. Dr. Korb will invite Dr. Carmaletta Williams to a future Human Resources meeting to give an update to the committee.

Dr. Grove also indicated that increasing the number of minority faculty and staff and increasing the number of minority students are two of our performance indicators in our KBOR Performance Agreement. Our state funding is partially based on these KBOR Performance Agreements, which indicates the importance of increasing these numbers to JCCC.

Future Human Resources Meetings

Future Human Resources meetings will be held the first Tuesday of each month at 9 am, in GEB 112. Ms. Kuder will send out list of dates to all HR committee members.

Hay Study

Dr. Korb updated the committee on the progress of the Hay study. Human Resources has received the initial report from the Hay group and are currently in the process of reviewing the results of this report.

The next step of the process will be to determine how to implement the results of the report. The committee discussed several options. Dr. Korb will bring additional information to committee and for continued discussion at the January Human Resources meeting. Dr. Calaway reminded the committee that \$300,000 was placed in this year's budget to handle salary adjustment recommendations.

Update on Background Checks

Dr. Korb updated the committee on where we currently stand on the required employee background checks. Ms. Vogler explained that most of the new background checks were for employees that deal with the financial areas of the college.

These background checks currently consist of only a criminal background check. The committee discussed changing the procedure to add checking the credit history to the background check procedure.

Following the completion of these mandated background checks the college will then begin doing background checks on ALL new employees.

Policy Updates

Ms. Friedrich discussed changes to several college policies which are being changed to keep policy language consistent with JCCC's newly established Police Department. Policies identified for updating are Policy 319.01-Student Code of Conduct, Policy 324.01-Student Parking/Regular, and Policy 422.17-Weapons Policy. If additional policies are identified at a later time, these updates will be reported separately to the Human Resources Committee.

These are housekeeping-only changes and do not change the intent or nature of the policies. Following discussion the committee agreed to forward the following recommendation to the Board of Trustees for their approval.

RECOMMENDATION:

It is the recommendation of the Human Resources Committee that the Board of Trustees accept the recommendation of the college administration to revise college policies as appropriate to keep policy language consistent with JCCC's newly established Police Department.

Faculty Contract Update

Mr. Mitchelson requested that Dr. Korb and Dr. Calaway update the committee on the timeframe for the negotiations for the Faculty Contract. Dr. Korb indicated the next major date would be in February 2009 when we exchange letters and begin the negotiations process. Another item that could impact this negotiation is the some of the salary study information. The Hay Group will be doing a benchmark for faculty salaries with the identical group that they used for administrative salaries. The faculty has indicated that they would like to gather additional information from other leagues schools to be used in these negotiations and plans to gather this information in January. Human Resources has received the medical RFP which will be evaluated by the Benefits Committee in January.

Ms. Rayl inquired as to whether the college provided a yearly letter to all employees showing the total dollar amount (salary plus benefits) that each employee receives. Dr. Korb indicated that we currently do not send out this type of letter. The committee agreed that this would be a good year to provide this type of letter to all employees.

Next Meeting

The next meeting will be held on Jan 6, at 9 am, in GEB 141.

Human Resources Committee
Working Agenda
2008-2009

- Ongoing HR-1 Review and Update Personnel Policies (as needed)
- FY09 HR-2 Monitor Employee Benefit Programs:
- Flex Benefit Plan options
 - Benefit program costs and strategies
 - Annual Benefit plan non-discrimination testing
 - Changes to Flex and non-Flex Plan benefits
 - Medical Plan RFP for Plan Year 2010 Flex Plan
- FY09 HR-3 Monitor Compensation Planning:
- FY09 Salary Study (Faculty and Staff)
 - Develop salary guidelines based on study results
 - Discuss salary study implementation and budget impact
 - Monitor employee compensation issues
- Ongoing HR-4 Monitor Human Resources and Staff & Organizational Development Strategic Initiatives:
- Mandatory supervisory and compliance training initiatives
 - Mandatory staff orientation programming
 - Leadership development planning
 - Diversity initiatives
 - Strategic planning for future staffing needs
 - Privacy and security initiatives
- Ongoing HR-5 Monitor and Discuss Collective Bargaining Initiative
- Ongoing HR-6 Review of Operational Issues:
- Quarterly Exit Interview report
 - Personnel Recommendations
 - Staffing Table and Organizational Changes
 - Staff Evaluation Process
 - Employee relations/grievance issues
- Ongoing HR-7 Human Resources Technology Support Initiatives

JOHNSON COUNTY COMMUNITY COLLEGE
OFFICE OF THE PRESIDENT

January 15, 2009

TREASURER'S REPORT

REPORT:

The following pages contain the Treasurer's Report for the month ending November 30, 2008.

The final payment on the Series 1998 Revenue Bonds (Student Center) was made during November when bonds maturing in the years 2009 through 2021 were called and paid-in-full using escrow funds established when the bonds were advance refunded in 2006.

Also during November, the college made payment number 11 of 50 scheduled payments on the Series 2002 Revenue Bonds (Parking Structure), payment number nine of 47 scheduled payments on the Series 2004 Revenue Bonds (Regnier Center parking deck) and payment number six of 32 scheduled payments on the Series 2006 Revenue Bonds (refunding 1998). These payments totaled \$1,361,178 and are reflected in the plant funds section of the Treasurer's Report.

Expenditures in the primary operating funds are within approved budgetary limits.

RECOMMENDATION:

It is the recommendation of the college administration that the Board of Trustees approve the Treasurer's Report for the month of November 2008, subject to audit.

Robert L. Prater
Director of Financial Services

Gerald W. Baird
Executive Vice President for
Administrative Services

Terry A. Calaway
President

JOHNSON COUNTY COMMUNITY COLLEGE
TREASURER'S REPORT - NOVEMBER 30, 2008
PART I - REVENUE

	BUDGETED 2008-2009	REALIZED THIS MONTH 2008-2009	REALIZED YEAR TO DATE 2008-2009	YTD AS % OF BUDGET
<u>GENERAL FUND</u>				
Balance Forward	\$ 78,857,749	\$ 0	\$ 78,857,749	100.0 %
Ad Valorem Taxes	72,461,596	0	4,613,808	6.4
Tuition and Fees	22,359,226	90,546	12,242,547	54.8
State Aid	23,839,031	0	12,073,846	50.6
Investment Income	3,494,241	99,519	653,618	18.7
Other Income	5,750,173	14,259	336,792	5.9
TOTAL	\$ <u>206,762,016</u>	\$ <u>204,324</u>	\$ <u>108,778,360</u>	<u>52.6 %</u>
 <u>ADULT SUPP ED. FUND</u>				
Balance Forward	\$ 1,769,178	\$ 0	\$ 1,769,178	100.0 %
Tuition and Fees	7,769,890	307,093	1,926,130	24.8
Investment Income	75,000	3,088	18,499	24.7
Other Income	2,258,063	100,883	630,239	27.9
TOTAL	\$ <u>11,872,131</u>	\$ <u>411,064</u>	\$ <u>4,344,046</u>	<u>36.6 %</u>
 <u>STUDENT ACTIVITIES FUND</u>				
Balance Forward	\$ 1,522,007	\$ 0	\$ 1,522,007	100.0 %
Tuition and Fees	2,076,932	4,097	1,113,129	53.6
Investment Income	60,000	2,509	14,719	24.5
Other Income	85,459	9,872	31,586	37.0
TOTAL	\$ <u>3,744,398</u>	\$ <u>16,478</u>	\$ <u>2,681,441</u>	<u>71.6 %</u>

JOHNSON COUNTY COMMUNITY COLLEGE

TREASURER'S REPORT - NOVEMBER 30, 2008

PART II - EXPENDITURES

	BUDGETED 2008-2009	EXPENDED THIS MONTH 2008-2009	EXPENDED YEAR TO DATE 2008-2009	YTD AS % OF BUDGET	YTD COMMITMENTS	% OF BUDGET
<u>GENERAL FUND</u>						
Salaries & Related	\$ 101,648,592	\$ 8,444,430	\$ 37,728,042	37.1 %	\$ 66,906,126	65.8 %
Current Operating	29,498,343	810,900	8,187,073	27.8	11,615,515	39.4
Capital Items	11,770,617	589,820	2,848,680	24.2	7,338,813	62.3
TOTAL	<u>\$ 142,917,552</u>	<u>\$ 9,845,150</u>	<u>\$ 48,763,795</u>	<u>34.1 %</u>	<u>\$ 85,860,454</u>	<u>60.1 %</u>
<u>ADULT SUPP ED. FUND</u>						
Salaries & Related	\$ 3,973,909	\$ 229,644	\$ 1,088,666	27.4 %	\$ 1,694,818	42.6 %
Current Operating	5,555,540	330,291	1,523,803	27.4	2,498,763	45.0
Capital Items	107,600	3,312	14,020	13.0	45,579	42.4
TOTAL	<u>\$ 9,637,049</u>	<u>\$ 563,247</u>	<u>\$ 2,626,489</u>	<u>27.3 %</u>	<u>\$ 4,239,160</u>	<u>44.0 %</u>
<u>STUDENT ACTIVITIES FUND</u>						
Salaries & Related	\$ 567,704	\$ 42,335	\$ 194,957	34.3 %	\$ 328,445	57.9 %
Current Operating	972,082	82,008	264,752	27.2	515,038	53.0
Capital Items	337,445	0	31,679	9.4	31,679	9.4
Grants	1,360,984	(2,806)	553,743	40.7	553,743	40.7
TOTAL	<u>\$ 3,238,215</u>	<u>\$ 121,537</u>	<u>\$ 1,045,131</u>	<u>32.3 %</u>	<u>\$ 1,428,905</u>	<u>44.1 %</u>

JOHNSON COUNTY COMMUNITY COLLEGE

TREASURER'S REPORT - NOVEMBER 30, 2008

PART III - AUXILIARY SERVICES

	1	2	3	4	5	6
	BUDGETED	REALIZED	REALIZED	YTD AS	REALIZED	REALIZED
	2008-2009	THIS MONTH	YEAR TO DATE	% OF	THIS MONTH	YEAR TO DATE
	2008-2009	2008-2009	2008-2009	BUDGET	2007-2008	2007-2008
REVENUE						
Balance Forward	\$ 5,203,550	\$ 0	\$ 5,203,550	100.0 %	\$ 0	\$ 4,109,846
Concessions & Cosmetology	70,000	5,893	20,598	29.4	4,470	16,937
Bookstore	10,195,930	86,995	4,363,752	42.8	162,857	4,578,810
Dining Services	2,153,000	190,087	844,935	39.2	212,159	788,743
Coffee Bars	517,000	40,358	204,262	39.5	45,509	205,259
Vending	493,000	33,143	182,274	37.0	35,474	185,007
Hiersteiner Center	625,450	53,456	291,862	46.7	49,724	262,838
Eng. & Tech. Proj.	15,000	114	1,949	13.0	783	1,158
Printing	355,000	61,452	217,841	61.4	69,364	234,539
Dental Hygiene	4,000	158	1,228	30.7	725	1,144
Hospitality Mgt & Pastry Program	49,000	6,202	23,600	48.2	4,851	18,408
Museum Store	225,000	2,835	22,269	9.9	20,341	20,341
Café Tempo	300,000	21,329	133,352	44.5	17,209	17,209
TOTAL	<u>\$ 20,205,930</u>	<u>\$ 502,022</u>	<u>\$ 11,511,472</u>	<u>57.0 %</u>	<u>\$ 623,466</u>	<u>\$ 10,440,239</u>

JOHNSON COUNTY COMMUNITY COLLEGE

**TREASURER'S REPORT - NOVEMBER 30, 2008
PART III - AUXILIARY SERVICES, CONTINUED**

	A	B	C	D	E	F
	BUDGETED	EXPENDED THIS MONTH	EXPENDED YEAR TO DATE	YTD AS % OF	YTD COMMITMENTS	% OF
	2008-2009	2008-2009	2008-2009	BUDGET		BUDGET
<u>EXPENSE</u>						
Concessions & Cosmetology	\$ 70,000	\$ 3,689	\$ 11,018	15.7 %	\$ 19,904	28.4 %
Bookstore	8,767,650	527,908	3,356,593	38.3	3,896,169	44.4
Dining Services	2,102,369	193,678	826,001	39.3	1,255,681	59.7
Coffee Bars	472,175	41,666	165,607	35.1	211,593	44.8
Vending	475,201	29,164	161,568	34.0	259,448	54.6
Hiersteiner Center	710,587	50,233	247,683	34.9	312,327	44.0
Eng. & Tech. Proj.	15,300	0	1,377	9.0	1,684	11.0
Printing	355,000	13,170	97,579	27.5	284,000	80.0
Hospitality Mgt & Pastry Program	53,100	2,412	18,312	34.5	18,312	34.5
Auxil. Construction	650,000	44,703	117,896	18.1	219,037	33.7
Campus Services	64,000	0	0	0.0	4,369	6.8
Dental Hygiene	4,000	0	0	0.0	0	0.0
Director	142,184	3,984	19,783	13.9	46,708	32.9
Museum Store	257,761	9,761	44,759	17.4	76,160	29.5
Café Tempo	447,277	30,517	155,875	34.8	231,198	51.7
Fine Art	3,000	0	0	0.0	0	0.0
TOTAL	<u>\$ 14,589,604</u>	<u>\$ 950,885</u>	<u>\$ 5,224,051</u>	<u>35.8 %</u>	<u>\$ 6,836,590</u>	<u>46.9 %</u>
<u>REVENUE OVER EXPENSE</u>	<u>\$ 5,616,326</u>	<u>\$ (448,863)</u>	<u>\$ 6,287,421</u>		<u>\$ 4,674,882</u>	<u>83.2 %</u>
	1-A	2-B	3-C		3-E	E/A

JOHNSON COUNTY COMMUNITY COLLEGE

TREASURER'S REPORT - NOVEMBER 30, 2008

PART IV - OTHER FUNDS

	PLANT FUNDS		
	BOND PRINCIPAL AND INTEREST SER 04 G/O BONDS	BOND PRINCIPAL AND INTEREST SER 98/02/04/06 REV BONDS	REPAIR AND REPLACEMENT
REVENUES			
Cash Balance Forward	\$ 3,502,524	\$ 1,287,704	\$ 836,373
2008-2009 Est. Revenue	0	1,834,621	267,171
TOTAL	\$ 3,502,524	\$ 3,122,325	\$ 1,103,544
Realized This Month	\$ 87	\$ 5,766	\$ 20,094
Realized YTD	\$ 3,502,611	\$ 2,242,365	\$ 937,546
EXPENDITURES			
Budget 2008-2009	\$ 3,540,250	\$ 3,116,188	\$ 1,103,544
Expended This Month	\$ (36,164)	\$ 1,361,178	\$ 0
Expended YTD	\$ 3,502,611	\$ 1,361,178	\$ 0
Committed YTD	\$ 3,502,611	\$ 1,361,178	\$ 77,055

PART IV - OTHER FUNDS, CONTINUED

	PLANT FUNDS		RESTRICTED FUNDS
	CAPITAL OUTLAY FUND	CAMPUS DEVELOPMENT FUND	SPECIAL ASSESSMENTS FUND
<u>REVENUES</u>			
Cash Balance Forward	\$ 3,722,235	\$ 1,229,912	\$ 260,962
2008-2009 Est. Revenue	<u>4,537,804</u>	<u>1,100,773</u>	<u>185,017</u>
TOTAL	<u><u>8,260,039</u></u>	<u><u>2,330,685</u></u>	<u><u>445,979</u></u>
Realized This Month	\$ <u>5,860</u>	\$ <u>6,176</u>	\$ <u>412</u>
Realized YTD	<u><u>4,030,551</u></u>	<u><u>1,792,839</u></u>	<u><u>273,659</u></u>
<u>EXPENDITURES</u>			
Budget 2008-2009	\$ <u><u>7,536,163</u></u>	\$ <u><u>2,306,125</u></u>	\$ <u><u>250,000</u></u>
Expended This Month	\$ <u>31,642</u>	\$ <u>0</u>	\$ <u>114</u>
Expended YTD	<u><u>143,232</u></u>	<u><u>963</u></u>	<u><u>1,816</u></u>
Committed YTD	<u><u>511,671</u></u>	<u><u>10,613</u></u>	<u><u>214,555</u></u>

PART IV - OTHER FUNDS, CONTINUED

	RESTRICTED FUNDS			
	GRANTS & CONTRACTS	PELL	SEOG	WORK STUDY
REVENUES				
Cash Balance Forward	\$ 898,946	\$ (14,870)	\$ (5,750)	\$ (5,096)
2008-2009 Est. Revenue	<u>5,313,919</u>	<u>5,490,612</u>	<u>147,535</u>	<u>215,388</u>
TOTAL	<u><u>\$ 6,212,865</u></u>	<u><u>\$ 5,475,742</u></u>	<u><u>\$ 141,785</u></u>	<u><u>\$ 210,292</u></u>
Realized This Month	\$ <u>98,171</u>	\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>
Realized YTD	\$ <u><u>2,235,670</u></u>	\$ <u><u>3,073,156</u></u>	\$ <u><u>65,875</u></u>	\$ <u><u>2,116</u></u>
EXPENDITURES				
Budget 2008-2009	\$ <u><u>6,212,865</u></u>	\$ <u><u>5,475,742</u></u>	\$ <u><u>141,785</u></u>	\$ <u><u>210,292</u></u>
Expended This Month	\$ <u>267,273</u>	\$ <u>40,393</u>	\$ <u>500</u>	\$ <u>20,653</u>
Expended YTD	\$ <u><u>1,028,263</u></u>	\$ <u><u>3,226,530</u></u>	\$ <u><u>70,000</u></u>	\$ <u><u>47,773</u></u>
Committed YTD	\$ <u><u>1,337,923</u></u>	\$ <u><u>3,226,530</u></u>	\$ <u><u>70,000</u></u>	\$ <u><u>47,773</u></u>

JOHNSON COUNTY COMMUNITY COLLEGE

TREASURER'S REPORT - November 30, 2008

PART V - INVESTMENTS

FUND	CD#	DATE OF ISSUE	DATE OF MATURITY	TERM	INTEREST RATE	MATURED THIS MONTH	INTEREST RECEIVED	CURRENT INVESTMENTS
Commerce Bank	418003586	08/21/08	11/13/08	84 d	2.550	4,000,000.00	23,800.00	
Marshall & Ilesley Bank	24261-9	08/28/08	11/13/08	77 d	2.530	8,000,000.00	42,810.76	
Marshall & Ilesley Bank	24261-8	08/21/08	11/20/08	91 d	2.610	4,000,000.00	26,112.41	
Hillcrest Bank	62412272	08/21/08	11/20/08	91 d	2.800	4,000,000.00	27,923.29	
Marshall & Ilesley Bank	24261-10	08/28/08	12/04/08	98 d	2.640			4,000,000.00
Capital City Bank	16880126	08/28/08	12/11/08	105 d	2.700			4,000,000.00
The PrivateBank	1004470091	09/11/08	12/11/08	91 d	2.860			4,000,000.00
Marshall & Ilesley Bank	75406-2	09/11/08	12/11/08	91 d	2.613			4,000,000.00
Capital City Bank	16881223	09/04/08	12/18/08	105 d	2.610			8,000,000.00
Marshall & Ilesley Bank	75406-3	09/11/08	12/18/08	98 d	2.636			4,000,000.00
Commerce Bank	418003792	09/25/08	01/08/09	105 d	3.120			8,000,000.00
Commerce Bank	418003843	10/09/08	01/08/08	91 d	3.170			8,000,000.00
Commerce Bank	418003844	10/09/08	01/15/08	98 d	3.170			8,000,000.00
The PrivateBank	1005035437	10/23/08	01/22/08	91 d	3.200			4,000,000.00
Bank of Kansas City	7080000441	11/13/08	01/29/09	77 d	1.390			8,000,000.00
Bank of Kansas City	7080000442	11/13/08	02/05/09	84 d	1.390			4,000,000.00
The PrivateBank	1005427475	11/20/08	02/19/09	91 d	2.510			4,000,000.00
PREVIOUSLY REPORTED INTEREST							780,568.03	
TOTAL							901,214.49	72,000,000.00
Municipal Investment Pool: Daily Rate		11/01/08	11/30/08	30 d	0.166 *		1,647.97	10,505,017.04
PREVIOUSLY REPORTED INTEREST							65,103.92	
TOTAL							66,751.89	

JOHNSON COUNTY COMMUNITY COLLEGE

TREASURER'S REPORT - November 30, 2008

PART V - INVESTMENTS

FUND	CD#	DATE OF ISSUE	DATE OF MATURITY	TERM	INTEREST RATE	MATURED THIS MONTH	INTEREST RECEIVED	CURRENT INVESTMENTS
<u>SERIES 2004 GENERAL OBLIGATION BONDS</u>								
Municipal Investment Pool		11/01/08	11/30/08	30 d	0.000 *		0.00	0.00
							361.89	
							<u>361.89</u>	
<u>SERIES 2004 CERTIFICATES OF PARTICIPATION</u>								
Municipal Investment Pool		11/01/08	11/30/08	30 d	0.000 *		0.00	0.00
							1,413.07	
							<u>1,413.07</u>	
							<u>969,741.34</u>	<u>82,505,017.04</u>

* Average daily rate earned for the month of November

Rates varied from 0.090 to 0.334

Average 3 month T-Bill rate for the month of November=0.495

Rates varied from 0.24 to 0.84

JOHNSON COUNTY COMMUNITY COLLEGE

**TREASURER'S REPORT - November 30, 2008
PART VI - CASH AND POOLED INVESTMENT ANALYSIS**

BANK	PURPOSE	BANK BALANCE	DEPOSITS IN TRANSIT	OUTSTANDING CHECKS	BOOK BALANCE
Various	Investments	\$ 82,505,017.04	\$ (0.00)	\$ 0.00	\$ 82,505,017.04
First Nat'l. - Olathe	Deposit	3,960,927.12	62,422.37	0.00	4,023,349.49
First Nat'l. - Olathe	Operating	852,443.52	0.00	751,440.45	101,003.07
First Nat'l. - Olathe	Credit Card	920,751.51	13,336.83	0.00	934,088.34
First Nat'l. - Olathe	Refund	131,029.47	0.00	85,780.52	45,248.95
First Nat'l. - Olathe	EFT Fund	432,769.84	0.00	0.00	432,769.84
First Nat'l. - Olathe	Payroll	194,460.59	0.00	181,375.01	13,085.58
First Nat'l. - Olathe	Flex Reimbursement	24,500.00	0.00	(4,226.00)	28,726.00
First Nat'l. - Olathe	Workers' Compensation	10,000.00	0.00	0.00	10,000.00
Commerce Bank	COP Reserve/Lease	353,249.90	0.00	0.00	353,249.90
Credit Union - Jo. Co.	Savings	37.67	0.00	0.00	37.67
TOTAL		<u>\$ 89,385,186.66</u>	<u>\$ 75,759.20</u>	<u>\$ 1,014,369.98</u>	<u>\$ 88,446,575.88</u>

**CASH BALANCE PER BOOKS
CONSISTS OF EQUITY BELONGING TO:**

FUND	BOOK BALANCE	OUTSTANDING COMMITMENTS	UNENCUMBERED BALANCE
General Fund	\$ 65,401,560.56	\$ 11,715,001.69	\$ 53,686,558.87
Adult Supplementary Education Fund	2,033,494.36	1,288,199.51	745,294.85
Auxiliary Enterprise Funds	6,260,197.84	1,085,657.72	5,174,540.12
Activity Fund	1,652,511.92	271,402.24	1,381,109.68
Special Assessments Fund	271,843.06	212,738.71	59,104.35
Restricted, Loan and Scholarship Funds	1,586,717.11	1,154,544.58	432,172.53
Capital Outlay Fund	3,916,113.32	397,233.19	3,518,880.13
Arbitrage Rebate Fund	40,160.61	39,785.16	375.45
Series 98/02/04/06 Revenue Bond Principal and Interest Fund	1,021,787.44	140,601.08	881,186.36
East Campus Construction Fund-2004 COP	558,936.55	0.00	558,936.55
Campus Development Fund	2,703,213.45	920,987.70	1,782,225.75
Series 00/04 COP Debt Service Reserve and Lease Revenue Funds	353,146.02	0.00	353,146.02
COM Repair and Replacement Reserve Fund	194,127.15	15,021.89	179,105.26
ITC Repair & Maintenance Reserve Fund	777,548.37	110,002.15	667,546.22
Agency Funds	374,944.00	374,944.00	0.00
Payroll Fund	1,300,274.12	1,300,274.12	0.00
TOTAL	<u>\$ 88,446,575.88</u>	<u>\$ 20,314,593.25</u>	<u>\$ 68,131,982.63</u>

JOHNSON COUNTY COMMUNITY COLLEGE
OFFICE OF THE PRESIDENT

January 15, 2009

CLINICAL AFFILIATE AGREEMENT

REPORT:

The following affiliate agreement is intended to provide JCCC students with needed clinical experience in the program as indicated.

DENTAL HYGIENE

Agency

Center of Grace Mission and Outreach Center
Of Grace United Methodist Church
Olathe, KS

Clinical Experience

Oral Health on Wheels-
hygiene care for special
needs and low income
Individuals

NURSING

Agency

Western Missouri Medical Center
Warrensburg, MO

Clinical Experience

Preceptorship

RECOMMENDATION:

It is the recommendation of the college administration that the Board of Trustees authorize the College to enter into an agreement with the above agency for the clinical experiences indicated, for the period January 15, 2009 through June 30, 2009.

Marilyn Rhinehart
Vice President, Instruction and
Chief Academic Officer

Dana Grove
Executive Vice President, Educational Planning
& Development, and Chief Operating Officer

Terry A. Calaway
President

JOHNSON COUNTY COMMUNITY COLLEGE
OFFICE OF THE PRESIDENT

January 15, 2009

CURRICULUM

REPORT:

1. New courses:

FIRE 120
FIRE ACADEMY
12 Credit Hours

Prerequisite: HPER 240 Lifetime Fitness I and instructor approval

This course provides cognitive, psychomotor and affective instruction for those students seeking certification as a fire fighter in the state of Kansas. The class covers hazardous materials (first responder; operations level), fire department communications, fire ground operations, rescue operations and prevention, preparedness and maintenance. Upon successful completion of the cognitive examinations and all psychomotor skills evaluations, students will be allowed to sit for the Kansas Fire Fighter II state certification examination, which is administrated by the University of Kansas, Fire and Rescue Training Institute. This course meets for eight hours of lecture and seven hours of laboratory each week. Effective spring 2009

HIST 167
INTRODUCTION TO HISTORY: JAPAN
3 Credit Hours

Prerequisite: none

This course will provide an introduction to Japan from the earliest period of human settlement on the Japanese archipelago to the present. In so doing, it will explore political, economic, social, cultural, and religious developments. Such an exploration will be useful for further study of East Asian and Japanese history as well as other aspects of Japanese language and cultural study. This course meets for three hours of lecture each week. Effective fall 2009

2. Deleted course, spring 2009:

FIRE 110 Essentials of Fire Fighting 9 credit hours

It is the recommendation of the college administration that the Board of Trustees approve the changes to the curriculum as indicated.

Marilyn Rhinehart
Vice President of Instruction and
Chief Academic Officer

Dana Grove
Executive Vice President, Educational Planning
& Development and Chief Operating Officer

Terry A. Calaway
President

JOHNSON COUNTY COMMUNITY COLLEGE
OFFICE OF THE PRESIDENT

January 15, 2009

CASH DISBURSEMENT REPORT

REPORT:

The Cash Disbursement Report is contained in the supplement to the January 15, 2009 Board Packet. This supplement contains the Cash Disbursement Reports for computer-generated accounts payable checks as listed below. Tuition refund checks and financial aid disbursement checks were also generated.

<u>Date</u>	<u>Control Number</u>	<u>Amount</u>
11/12/08	90007560-90007563	707.81
11/13/08	90007564-90007565	1,113.25
11/14/08	90007566-90007567	3,311.63
11/14/08	90007568	108.00
11/17/08	!0012510-!0012869	200,417.99
11/17/08	90007569-90007572	1,880.00
11/18/08	90007573-90007581	698,285.49
11/18/08	10105731-10105745	15,573.61
11/19/08	90007582-90007594	20,467.47
11/19/08	!0012870-!0012905	12,373.23
11/19/08	00561389-00561789	1,049,764.50
11/20/08	90007595-90007609	13,840.43
11/21/08	!0012906-!0012908	2,096.07
11/21/08	90007610-90007627	2,779.25
11/21/08	10105746-10105761	14,804.23
11/25/08	90007628-90007642	101,325.49
11/25/08	!0012909-!0012910	1,199.26
11/25/08	10105762-1015778	15,244.62
12/01/08	90007643	145,316.53
12/02/08	90007644-90007646	4,318.00
12/02/08	10105779-10105792	17,403.75
12/03/08	!0012911-!0012927	5,611.63
12/03/08	00561790-00562165	1,212,812.77
12/04/08	90007647-90007650	2,686.09
12/05/08	90007651-90007657	13,786.32
12/05/08	10105812-10105870	12,187.44
12/08/08	90007658	1,050.00

CASH DISBURSEMENT REPORT – Continued

12/09/08	90007659	100.00
12/09/08	10105890-10106048	34,732.50
12/10/08	!0012928-!0012936	12,964.83
12/10/08	00562166-00562507	1,570,272.84
12/10/08	90007660-90007661	15,378.16
12/12/08	90007662-90007666	10,093.61
12/12/08	10106049-10106065	16,275.24
12/15/08	!0012937-!0013232	148,477.23
12/16/08	90007667-90007668	1,227.17
12/16/08	10106066-10106079	9,692.73
12/17/08	00562508-00562911	2,022,955.81
12/17/08	!0013233-!0013249	<u>4,930.76</u>

\$7,417,565.74

RECOMMENDATION:

It is the recommendation of the college administration that the Board of Trustees ratify the total cash disbursements as listed above and as contained in the supplement, for the total amount of \$7,417,565.74 .

Robert L. Prater
Director of Financial Services

Gerald W. Baird
Executive Vice President for
Administrative Services

Terry A. Calaway
President

JOHNSON COUNTY COMMUNITY COLLEGE
OFFICE OF THE PRESIDENT

January 15, 2009

AWARD OF BIDS

REPORT:

Audio Visual Equipment Bid No. 09-180

Bids were opened at 2:00 p.m. on December 9, 2008, for the purchase of audio visual equipment. This purchase includes two (2) projectors, two (2) camcorders, production lights for the student video lab, and miscellaneous audio visual equipment. This equipment will be used in the animation department, computer interactive media, Television Services, Academic Media Productions, and the Carlsen Center operations.

These purchases were approved and are included as part of the college's Budget for the 2008-2009 fiscal year, and appear in the Furniture and Equipment schedule of the Management Budget manual on pages 105, 107, and 133.

Following the bid opening, Mitch Borchers, Director, Purchasing; Marilyn Bottrell, Senior Buyer, Purchasing; Mike Waugh, Academic Director, Media Productions; Kelly Gernhart, Assistant Dean, Computer Science/Information Technology; and Anthony Perry, Program Director, Carlsen Center Operations, reviewed the bids.

Nine vendors were invited to bid, and the bid was advertised in a local newspaper. Bids were received and are listed on the following pages.

Estimate: \$50,340.00

Source of Funds: General Fund

RECOMMENDATION:

It is the recommendation of the college administration that the Board of Trustees approve the lowest acceptable bids of \$15,811.28 from B & H Photo, \$14,104.75 from Mission Electronics, \$10,933.70 from Kansas City Audio Visual, \$1,756.96 from Broadcast Supply Worldwide, \$1,340.00 from Digital Video Midwest, and \$1,059.00 from Full Compass, for a total expenditure of \$45,005.69 for audio visual equipment.

Insert Spreadsheet Bid No. 09-180 – page 1

Insert Spreadsheet Bid No. 09-180 – page 2

REPORT:

Tables, Bid No. 09-178

Bids were opened at 3:00 p.m. on December 1, 2008, for the purchase of 26 wired computer tables. This purchase includes all labor and material for wire connectivity and the installation in rooms 124 and 125 in the Police Academy. These tables will replace the current lab tables being used in these rooms.

This purchase was approved and is included as part of the college's Budget for the 2008-2009 fiscal year, and appears in the Systems Furniture schedule of the Management Budget manual on page 93.

Following the bid opening, Mitch Borchers, Director, Purchasing; Dennis Kuder, Senior Buyer, Purchasing; and Robyn Albano, Interior Services Coordinator, Facility Planning, reviewed the bids.

Fourteen vendors were invited to bid, and the bid was advertised in a local newspaper. Bids were received and are listed as follows:

<u>Vendor</u>	<u>Amount</u>
Spectrum Industries	\$40,474.62*
Scott Rice Office Works	\$49,000.60
Spaces, Inc.	\$40,583.34
Encompas	No Bid

*Recommended

Estimate: \$45,000.00

Source of Funds: General Fund

RECOMMENDATION:

It is the recommendation of the college administration that the Board of Trustees approve the low bid of \$40,474.62 from Spectrum Industries for tables.

Mitch Borchers
Director, Purchasing

Gerald W. Baird
Executive Vice President for
Administrative Services

Terry A. Calaway
President

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JOHNSON COUNTY COMMUNITY COLLEGE
OFFICE OF THE PRESIDENT

January 15, 2009

GIFTS, GRANTS, CONTRACTS AND AWARDS

REPORT:

The following grants have been submitted on behalf of the college.

1. Community based Job Training Grants
Funding Agency: Employment and Training Administration
Purpose: Jumpstart Green: Linking Energy, Education and the Economy
Duration: March 1, 2009 – February 29, 2012
Grant Administrator: Marilyn Rhinehart
Amount Requested: \$1,492,771
JCCC Match: \$301,214
Applicant: JCCC
2. DigiGirls (Girls in Technology)
Funding Agency: Kansas Board of Regents Career and Technical Education
Purpose: Encourage and increase the interest of middle school girls in computer science careers.
Duration: January 1 – June 30, 2009
Grant Administrator: Phil Wegman
Amount Requested: \$3,000
JCCC Match: -0-
Applicant: JCCC

The following grants have been approved for funding.

1. Hispanic Wellness Case Manager
Funding Agency: Health Care Foundation of Greater KC
Purpose: To support wellness case manager
Duration: July 1, 2009 – June 30, 2010
Grant Administrator: Susan McCabe
Amount Funded: \$50,000
JCCC Match: -0-
Applicant: JCCC Foundation for transfer to JCCC

2. DigiGirls (Girls in Technology)
Funding Agency: Kansas Board of Regents
Purpose: Use summer camp format to expose youth to non-traditional career options and help increase enrollments in those JCCC career programs which typically attract only single gender students.
Duration: January 1 – June 30, 2008
Grant Administrator: Phil Wegman
Amount Funded: \$3,000.00
JCCC Match: -0-

3. KS Workforce Solutions/Residential Energy Audit Tech
Funding Agency: Kansas Workforce Solutions Fund-KS Department of Commerce
Purpose: To start up a Residential Energy Auditor Technician program.
Duration: 1 year
Grant Administrator: Marilyn Rhinehart
Amount Funded: \$83,500
JCCC Match: \$84,000

RECOMMENDATION:

It is the recommendation of the college administration that the Board of Trustees approve the acceptance of these grants and authorize expenditure of funds in accordance with the terms of the grants.

Dana Grove
Executive Vice President, Educational Planning &
Development/Chief Operating Officer

Terry A. Calaway
President

JOHNSON COUNTY COMMUNITY COLLEGE
OFFICE OF THE PRESIDENT

January 15, 2009

HUMAN RESOURCES

1. Retirement

JULIA COTTER, Professor, Fashion Merchandising/Design, Business Division, Instructional Branch, effective December 16, 2009.

RECOMMENDATION:

It is the recommendation of the college administration that the Board of Trustees approve the above-listed retirement.

2. Employment – Regular

PAMELA HULEN, Assistant Professor, Business Administration, Business Division, Instructional Branch, effective January 8, 2009 at \$54,987 for a nine-month contract. (See p. 60 for additional information.)

NOTE: Ms. Hulen replaces Norm Karl who retired June 30, 2007 at \$76,693 for a nine-month contract.

TIA ISLAM, Administrative Assistant II, Public Safety Division, President's Branch, at \$14.14 per hour effective December 16, 2008.

NOTE: Ms. Islam fills the new position of Administrative Assistant II, Public Safety Division, President's Branch.

BARTON MEADOWS, Assistant Professor, Architecture, Business Division, Instructional Branch, effective January 8, 2009 at \$47,839 for a nine-month contract. (See p. 61 for additional information.)

NOTE: Mr. Meadows fills the new position of Assistant Professor, Architecture, Business Division, Instructional Branch, President's Branch.

Name	Position	Effective Date	Salary
Sara Bedell	Lead Teacher, HCDC	12/19/08 - 06/30/09	13.96/hour
Brandon Box	Warehouse Assistant	12/08/08 - 06/30/09	10.02/hour
Melissa Lemmon	Lead Teacher, HCDC	12/15/08 - 06/30/09	13.96/hour
Eric Lewis	Custodian	12/10/08 -	10.77/hour

Catherine Long	Lead Teacher, HCDC	06/30/09 12/15/08 - 06/30/09	13.96/hour
Christopher Mezo	Warehouse Assistant	12/08/08 - 06/30/09	10.02/hour
Anna Milewska	Bookstore Clerk	12/22/08 - 06/30/09	9.83/hour
Donna O’Leary	Lead Teacher, HCDC	12/15/08 - 06/30/09	13.96/hour
Nathaniel Olsen	Multimedia & Event Aide	12/15/08 - 06/30/09	10.02/hour
Senedu Tilaye	Custodian	12/10/08 - 06/30/09	10.77/hour
Tomoe Urano	Student Ambassador	01/05/09 - 06/30/09	9.83/hour

RECOMMENDATION:

It is the recommendation of the college administration that the Board of Trustees approve the above-listed regular employees.

3. Employment – Temporary

Name	Position	Effective Date	Salary
Maria Boyle	Bookstore Clerk	11/17/08 - 06/30/09	9.83/hour
Laurie Brown	Office Assistant, Community Outreach	01/14/09 - 06/30/09	11.34/hour
Amanda DeCesare	Museum Guard	12/02/08 - 06/30/09	9.14/hour
Gene Flaharty	Lead Stagehand II	11/24/08 - 06/30/09	15.31/hour
Abigail Linhardt	Peer Tutor	01/14/09 - 06/30/09	8.96/hour
Jordan Lockwood	Event Official	01/14/09 - 06/30/09	9.14/hour
Brandon True	Peer Tutor	01/14/09 - 06/30/09	9.14/hour
Andrew Walker	Peer Tutor	01/14/09 - 06/30/09	9.14/hour
Julianne Cooper	International Student Transcript Evaluator	09/09/08 - 12/16/08	23.18/hour
Terri Erickson-Harper ^a	Evaluator, Prior Learning Assessment	11/01/08 - 06/30/09	20.00/eval.

Addye Buckley-Burnell	CHOICES Workshop Career Services Center	03/03/09 - 03/03/09	240.00/total
Addye Buckley-Burnell	CHOICES Workshop Career Services Center	06/16/09 - 06/16/09	240.00/total
Jill Konen	CHOICES Workshop Career Services Center	02/02/09 - 02/02/09	240.00/total
Jennifer Schmidt	CHOICES Workshop Career Services Center	05/18/09 - 05/18/09	240.00/total
Carrie Thompson	CHOICES Workshop Career Services Center	04/06/09 - 04/06/09	240.00/total
Sumya Anani	Corresponding Reporter The Campus Ledger	01/08/09 - 05/15/09	240.00/total
Marcus Clem	Reporting Correspondent The Campus Ledger	01/08/09 - 05/15/09	240.00/total
Roberto Cruz	Design Assistant The Campus Ledger	01/08/09 - 05/15/09	950.00/total
Cameron Fletcher	Sports Editor The Campus Ledger	01/08/09 - 05/15/09	1,150.00/total
Rachel Fredman	Ad/Promotions Manager The Campus Ledger	01/08/09 - 05/15/09	1,500.00/total
Matthew Galloway	New Editor The Campus Ledger	01/08/09 - 05/15/09	1,150.00/total
Eric Halleran	Photo-journalist The Campus Ledger	01/08/09 - 05/15/09	700.00/total
Eric Halleran	Reporter The Campus Ledger	01/08/09 - 05/15/09	500.00/total
Jennifer Harris	Editor-in-Chief The Campus Ledger	01/08/09 - 05/15/09	3,000.00/total
Ryan Koenig	Circulation Manager The Campus Ledger	01/08/09 - 05/15/09	500.00/total
Ryan Koenig	Corresponding Reporter The Campus Ledger	01/08/09 - 05/15/09	240.00/total
Robert Mitchell	Production Manager The Campus Ledger	01/08/09 - 05/15/09	2,500.00/total
Samantha Peters	Design Assistant The Campus Ledger	01/08/09 - 05/15/09	950.00/total
David Scott	Managing Editor The Campus Ledger	01/08/09 - 05/15/09	2,500.00/total
Tyler Scott	Reporter The Campus Ledger	01/08/09 - 05/15/09	700.00/total
Corey Thibodeaux	Reporter The Campus Ledger	01/08/09 - 05/15/09	700.00/total
Bryan Timmins	Illustrator The Campus Ledger	01/08/09 - 05/15/09	650.00/total
Tanika Townsend	Photo-journalist The Campus Ledger	01/08/09 - 05/15/09	700.00/total

Thomas Wagner	Photo-journalist The Campus Ledger	01/08/09 - 05/15/09	700.00/total
Jared Wall	Reporter The Campus Ledger	01/08/09 - 05/15/09	700.00/total
John Young	Online Editor The Campus Ledger	01/08/09 - 05/15/09	2,000.00/total
John Young	Photography Editor The Campus Ledger	01/08/09 - 05/15/09	800.00/total
Brad Alberts	Sports Camp Aide	10/19/08	90.00/total
Brandon Alberts	Sports Camp Aide	12/19/08 - 12/21/08	90.00/total
Brian Batliner	Sports Camp Director Spring Speed Dev. I	01/07/09 - 01/28/09	2,412.00/total
Brian Batliner	Sports Camp Director Spring Speed Dev. I	02/04/09 - 02/25/09	2,412.00/total
Dave Canary	Sport Camp Asst. Dir.	11/09/08 - 12/14/08	840.00/total
Dave Canary	Director-Adv. Sports Camp Baseball Pitching	12/19/08 - 12/21/08	1,524.25/total
Dave Canary	Director-Adv. Sports Camp Baseball Hitting	12/19/08 - 12/21/08	1,524.25/total
Dave Canary	Director-Adv. Sports Camp Winter Showcase-Baseball	01/31/09	1,870.00/total
Grant DeGarmo	Sports Camp Aide	10/19/08	90.00/total
Grant DeGarmo	Sports Camp Aide	12/19/08 - 12/21/08	90.00/total
Grant DeGarmo	Sports Camp Aide	11/09/08 - 12/14/08	330.00/total
Brandon Droge	Sports Camp Aide	10/19/08	90.00/total
Brandon Droge	Sports Camp Aide	11/09/08 - 12/14/08	380.00/total
Harrison Gerber	Sports Camp Aide	11/09/08 - 12/14/08	330.00/total
Blake Gosch	Sports Camp Aide	10/19/08	80.00/total
Nick Holtgrieve	Sports Camp Aide	12/19/08 - 12/21/08	90.00/total
Eric Horner	Director-Adv. Sports Camp Baseball Hitting League	01/11/09 - 02/15/09	11,510.00/total
Eric Horner	Director-Adv. Sports Camp Winter Showcase-Baseball	01/31/09	1,870.00/total
Kyle Kaiser	Sports Camp Aide	12/19/08 - 12/21/08	90.00/total
JP LaMunyon	Sports Camp Aide	10/19/08	90.00/total
JP LaMunyon	Sports Camp Aide	12/19/08 - 12/21/08	90.00/total
Kelly Latendresse	Director-Softball Pre-Season Spring Hitting Lessons I	01/07/09 - 1/28/09	1,075.00/total
Kelly Latendresse	Director-Softball Pre-Season Spring hitting Lessons II	02/04/09 - 02/25/09	1,075.00/total
John Lenherr	Sports Camp Aide	10/19/08	80.00/total
Billy Luetzinger	Sports Camp Aide	12/19/08 - 12/21/08	60.00/total

Drew Mickkelson	Sports Camp Aide	12/19/08 - 12/21/08	90.00/total
Ben Millard	Sports Camp Aide	10/19/08	90.00/total
Tanner Neuburger	Sports Camp Aide	12/19/08 - 12/21/08	90.00/total
Tanner Neuburger	Sports Camp Aide	11/09/08 - 12/14/08	320.00/total
Kyle Pener	Sports Camp Aide	10/19/08	90.00/total
Kyle Pener	Sports Camp Aide	12/19/08 - 12/21/08	90.00/total
Myles Riley	Sports Camp Aide	12/19/08 - 12/21/08	90.00/total
Kyle Rutledge	Director-Adv. Sports Camp Pole Vault	12/19/08 - 12/21/08	1,500.00/total
Jim Schwab	Director-Adv. Sports Camp Indoor Soccer I	11/21/08 - 12/19/08	1,172.50/total
Jim Schwab	Director – Adv. Sports Camp Indoor Soccer II	01/05/09 - 03/03/09	1,876.00/total
Kent Shelley ^a	Director-Adv. Sports Camp Winter Showcase-Baseball	1/31/09	1,870.00/total
Aaron Shockley	Sports Camp Aide	10/19/08	90.00/total
Zach Smith	Sports Camp Aide	10/19/08	90.00/total
Kate Sultanova	Director-Adv. Sports Camp Pole Vault	12/19/08 - 12/21/08	1,500.00/total
Ethan Weber	Sports Camp Aide	12/19/08 - 12/21/08	90.00/total
Ethan Weber	Sports Camp Aide	11/09/08 - 12/14/08	330.00/total
Robert G. Hunt	Volunteer, Science Dept.	12/09/08 - 06/30/09	non-remunerated
Melissa Johansen ^b	Counselor, Learner Engagement	01/05/09 - 06/30/09	18,135.00/total
Carrie Thompson	Counselor, Learner Engagement	01/05/09 - 06/30/09	2,148.00/total
Patricia Boresaw	Instr., Comm. Serv.	12/01/08 - 06/30/09	18.00/hour
Carmen Dudley	Instr., Comm. Serv.	12/16/08 - 06/30/09	35.00/hour
Richard Gregory	Instr., Comm. Career Serv.	12/01/08 - 06/30/09	20.00/hour
Jason Rozelle	Consultant, Center for Business & Technology	01/15/09 - 06/30/09	75.00/hour
John Gabrielson	Instr., Arts, Hum. & Soc. Sci.	Spring 2009	869.00/cr.hr.
Rajan Pant	"	"	942.00/cr.hr.
Jenna Schulte	"	"	869.00/cr.hr.

Lekha Shreedhar ^a	Career Pathways	12/01/08 - 12/08/08	100.00/total
Deborah Williams ^a	"	"	100.00/total
Tawni Boman	Instr., Business	Acad. Yr. 2008-09	841.00/cr.hr.
Norman Clark	"	"	841.00/cr.hr.
Sheryl Fleming	"	"	841.00/cr.hr.
Laura Gordon	"	"	841.00/cr.hr.
Liz Gyori	"	"	910.00/cr.hr.
Zach McNeil	"	"	841.00/cr.hr.
Krista Mealman	"	"	856.00/cr.hr.
Brian Staihr	"	"	873.00/cr.hr.
Nancy Weneck	"	"	807.00/cr.hr.
Aimee Bader	Instr., Communications	Spring 2009	869.00/cr.hr.
Joseph Holmberg	"	"	841.00/cr.hr.
Jim Hillen	Special Project, Communications	Fall 2008	2,814.00/total
Juliet Kincaid	Instr., English & Journalism	Spring 2009	971.00/cr.hr.
Kureo Ohta	Instr., Health Care Professions & Wellness	Spring 2009	31.53/hour
Eldon Cook	Instr., Health Care Professions & Wellness	Acad. Yr. 2008-09	807.00/cr.hr.
Rich Brandl	Instr., Fitness Ctr., HPER, Health Care Prof. & Wellness	01/01/09 - 05/30/09	910.00/cr.hr.
Susan Day	Instr., Yoga, HPER, Health Care Prof. & Wellness	"	869.00/cr.hr.
Wendy Louque	Instr., HPER, Health Care Prof. & Wellness	"	938.00/cr.hr.
Loretta Seager	"	"	938.00/cr.hr.
Burt Walker	"	"	922.00/cr.hr.
David Cohen	Instr., OHOW, DDS, Health Care Prof. & Wellness	Spring 2009	263.12/day
Shahla Nikravan	Intl. Ed., CCI-Egypt Grant Mentor Family stipend	10/15/08 - 01/15/09	150.00/total
Susan Kata Conde	Special Project, Health Occup. Health Care Prof. & Wellness	Spring 2009	2,837.70/total
Ray Wright ^a	Special Project, EMS Health Care Prof. & Wellness	"	3,608.00/total

Melanie Brink	Instr., Science	Spring 2009	841.00/cr.hr.
Victor Meledge-Ade	"	"	841.00/cr.hr.
Laura Mozingo	"	"	841.00/cr.hr.
Richard Byrne	Instr., Technology	Acad. Yr. 2008-09	869.00/cr.hr.
Nancy Dumler	"	"	971.00/cr.hr.
Aaron Gurley	"	"	807.00/cr.hr.
Gary Nicklaus	"	"	938.00/cr.hr.
David Sell	"	"	784.00/cr.hr.
Gerald Reno	Course by Arrangement, Technology	Fall 2008	50.00/st.cr.hr.
Andy Anderson ^a	Professor/Dean, English	01/01/09 - 06/30/09	4,333.75/total
Jay Antle ^a	Associate Professor/ Exec. Director, Sustainability	01/05/09 - 05/28/09	2,043.50/total
Susan Cordes ^a	Dean Search Committee, Business	08/01/08 - 08/10/08	200.00/total
Richard Fort ^a	Interim Assistant Dean, Industrial Technology	02/01/09 - 03/31/09	2,120.10/total
Jeff Frost ^a	Professor/Dean, Math	01/01/09 - 06/30/09	3,824.44/total
Jonathan James ^c	Assistant Professor, Auto Technology	01/08/09 - 05/15/09	13,000.00/total
Jason Rozelle	Diversity Fellow, Office of Diversity, Equity & Inclusion	Fall 2008	938.00/cr.hr.
Jason Rozelle	Diversity Fellow, Office of Diversity, Equity & Inclusion	Spring 2009	938.00/cr.hr.
Jim Leiker	Diversity Fellow, Office of Diversity, Equity & Inclusion	"	971.00/cr.hr.

RECOMMENDATION:

It is the recommendation of the college administration that the Board of Trustees approve the above-listed temporary employees.

4. Change to the FY2008-2009 Staffing Authorization Table for Part-time Regular Staff

FROM: Cassie Schwarz Lab Technician, Library – HT 14
TO: Cassie Schwarz Microcomputer Technician, Information Services – HT 14

RECOMMENDATION:

It is the recommendation of the college administration that the Board of Trustees approve the above-listed change to the FY2008-2009 Staffing Authorization Table for Part-time Regular Staff.

5. Changes to the FY2008-2009 Staffing Authorization Table for Full-time Regular Staff

FROM:	Andy Anderson	Professor, English – 9-mo. contract
TO:	Andy Anderson	Professor/Dean, English – 12-mo. contract
FROM:	Jay Antle	Associate Professor, History – 9-mo. contract
TO:	Jay Antle	Associate Professor/Executive Dir. Sustainability – 10-mo. contract
FROM:	Dave Burgess	Assistant Dean, HPER – AMS 21 – 12-mo. contract
TO:	Dave Burgess	Executive Director, Institutional Advancement – AMS 23 – 12 mo. contract
FROM:	Jeff Frost	Professor, Math – 9-mo. contract
TO:	Jeff Frost	Professor/Dean, Math – 12-mo. Contract
FROM:	Tim Gelvin	Director, Center for Bus. & Tech. – AMS 23 – 12 mo. contract
TO:	Tim Gelvin	Executive Dir., Corporate Outreach & Strategic Partnerships – AMS 23 – 12 mo. contract
FROM:	Birgit Love	Administrative Assistant I, English – OT 13
TO:	Birgit Love	Administrative Assistant II, English – OT 14
FROM:	Rhonda Slattery	Administrative Assistant I, Math – OT 13
TO:	Rhonda Slattery	Administrative Assistant II, Math – OT 14
FROM:	Vacant – Chapman	Assistant Professor, Information Systems – 9-mo. contract
TO:	Vacant – Chapman	Assistant Professor, Theatre – 9-mo. contract
FROM:	Vacant – Lossing	Assistant Professor, Information Systems – 9-mo. contract
TO:	Vacant – Lossing	Assistant Professor, English – 9-mo. contract

RECOMMENDATION:

It is the recommendation of the college administration that the Board of Trustees approve the above-listed changes to the FY2008-2009 Staffing Authorization Table for Full-time Regular Staff.

6. Professor/Counselor Emeritus

The Master Agreement between JCCC and the JCCC Faculty Association provides for a Professor/Counselor Emeritus program to recognize and reward a bargaining unit retiree for outstanding teaching, job performance and service to the college. The program provides an opportunity for the retiree to continue service to the college after retirement. In accordance with the procedures stipulated in the Master Agreement, the following individual has been selected for Professor/Counselor Emeritus status.

JOHN CHAPMAN

- a. Also full-time staff.
- b. Full-Time temporary replacement for Alicia Bredehoeft who is on temporary assignment as Interim Dean, Learner Engagement. (See p. 62 for additional information.)
- c. Full-Time temporary replacement for Richard Fort who is on temporary assignment as Interim Assistant Dean, Industrial Technology Programs. (See p. 63 for additional information.)

Judy Korb
Vice President, Human Resources
& Organizational Development

Terry A. Calaway
President

Hulen

Meadows

Johansen

James